

MINUTES
MONROE COUNTY AIRPORT AUTHORITY
ANNUAL MEETING
March 28, 2011 5:00 p.m.

Present:

James G. Vazzana, Esq. Chairperson
Bernard J. Iacovangelo, Esq.
Don Johnson
Susan Keith
Willie J. Lightfoot
Stephen Tucciarello
Nicholas Juskiw - excused

Others Present:

Susan L. Walsh, Esq. Administrative Director
Scott Adair Treasurer
Angela Veltre Assistant Treasurer
David Haas Senior Management Analyst
William K. Taylor Secretary
Brett Granville Assistant Secretary

Meeting was called to order by the Chairman @ 5:00.

Appointment of Officers

Vice Chairperson:	Nicholas Juskiw
Treasurer:	Scott Adair
Assistant Treasurer	Angela Veltre
Secretary:	William Taylor
Assistant Secretary:	Brett Granville
Administrative Director:	Susan L. Walsh

Moved by Member Iacovangelo and seconded by Member Johnson that the appointments be approved without changes. The motion passed unanimously 6-0.

Other Business

No other business presented.

Respectfully submitted,

Brett C. Granville

Brett C. Granville

Assistant Secretary

Dated: 4/5/11

MINUTES

MONROE COUNTY AIRPORT AUTHORITY REGULAR MEETING

March 28, 2011 5:05 p.m.

Present:

James G. Vazzana, Esq. Chairperson

Bernard J. Iacovangelo, Esq.

Don Johnson

Susan Keith

Willie J. Lightfoot

Stephen Tucciarello

Nicholas Juskiw - excused

Others Present:

Susan L. Walsh, Esq. Administrative Director

Steve Bowman Director of Public Safety

Scott Adair Treasurer

Angela Veltre Assistant Treasurer

David Haas Senior Management Analyst

William K. Taylor Secretary

Brett Granville Assistant Secretary

Meeting was called to order by the Chairman @ 5:00.

Approval of Minutes from January 18, 2011

Moved by Member Keith and seconded by Member Iacovangelo that the minutes be approved without changes. The motion passed unanimously 6-0.

Treasurer's Report

Treasurer Scott Adair presented the Credit Card statement with explanations and the Business and Travel Expense Report for the month of February. In February, the Director placed four charges totaling \$891 on the airport credit card, the bulk of them for a flight to Florida to meet with airline representatives. Questions relating to the Authority's issued credit cards were answered by Treasurer Adair. Motion to accept credit card charges was moved by Member Keith and seconded by Member Iacovangelo. The motion passed unanimously 6-0. Treasurer Adair then certified the Business and Travel Expense report submitted by Director Walsh. A motion to approve the report was moved by Member Iacovangelo and seconded by Member Johnson. The motion passed unanimously 6-0.

Governance Committee Report

Presented by the Chairman, James Vazzana, Esq.

Audit Committee Report

Presented by Chairman of the Audit Committee, Bernard Iacovangelo, Esq.

Approve Submission of 2010 Annual Report and Accept 2010 Audited Financial Report by Bonadio & Co., LLP

Chairman of the Audit Committee, Bernard Iacovangelo, presented the resolution and discussed the report. Moved by Member Tucciarelli and seconded by Member Lightfoot. The motion passed unanimously 6-0.

Authorize a Contract with Stonebridge Business Partners for Internal Audit Services for the Monroe County Airport Authority at the Greater Rochester International Airport

Chairman of the Audit Committee, Bernard Iacovangelo, presented the resolution and discussed the selection process. A request for proposals went out in February 2011 and a committee met and reviewed the proposals. The two most qualified responders were then interviewed and the committee unanimously agreed on Stonebridge Partners as the most qualified. It was agreed that the list of committee members and the rating sheet be provided to members of the Board. Moved by Member Johnson and seconded by Member Tucciarelli. The motion passed unanimously 6-0.

Authorize the Monroe County Airport Authority to enter into a Sub-Lease with Monroe Security & Safety Systems Local Development Corporation at the Greater Rochester International Airport.

Administrative Director Susan L. Walsh presented the resolution. It was noted that the Authority will receive the rent based on a third-party market analysis and that this building has been vacant since September 2002. Director of Public Safety, Steve Bowman explained how this location was selected. Monroe Security & Safety Systems Local Development will be responsible for the utilities and any related construction expenses. Moved by Member Iacovangelo and seconded by Member Keith. The motion passed unanimously 6-0.

Introduction of New ABO Guidance

Assistant Secretary Brett C. Granville presented and explained the two new guidelines for the Authority Budget Office – 11-01 (Compliance Review Process) and 11-02 (Enforcement Powers of the Authorities Budget Office).

Director's Report

Administrative Director Susan L. Walsh, Esq. provided a summary of her meeting at the Airport District Office in January and notified the Board of the federal grant award received thereafter. The Director explained the new amendment with Normal Communications for the advertising revenue at the airport. The Director met with senior management at AirTran Airlines to discuss their impending merger with Southwest Airlines and its potential impact.

United States Congressman and Chairman of the House Transportation and Infrastructure Committee John Mica and United States Congressman Tom Reed visited

the Airport during which the Director toured Chairman Mica through the in-line baggage system. The Director briefed the Board on advocacy efforts she and Assistant Director Moore engaged in with members of local delegates in Albany.

The Director reported that all members of the administration have completed the County's Ethics training with the remainder of County employees at the Airport due to be complete by April 22, 2011. Finally, the Director explained that JetBlue will feature Rochester area attractions and the Airport in a 90 second segment on all of their flights in April, which is anticipated to be viewed by 2 million passengers.

Traffic Report

Senior Management Analyst, David Haas presented the report and explained that the decrease in enplanements and departures for January and February could be explained, in part, by weather related events.

Other Business

Assistant Treasurer Angela Veltre distributed the new policies, and table of contents for inclusion in Authority member's notebooks.

Secretary William Taylor spoke on the Ethics and Policy review course that was completed by all senior management and also Board members. Handed out was a comprehensive guide to the course along with Certificates of Completion and an evaluation of the course and its content.

Meeting was adjourned.

The next Regular Meeting of the MCAA will be **May 18, 2011**.

Respectfully submitted,



Brett C. Granville
Assistant Secretary

Dated: 4/5/11

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 of 2011

**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2010 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY, as follows:

Section 1. The Annual Report for the Monroe County Airport Authority as presented to this meeting (Exhibit 1), is hereby accepted and it is authorized and directed that said report be filed with NYS Authority Budget Office, the County Executive, Chief Financial Officer, and President of the County Legislature for the County of Monroe in compliance with Section 2800 of the Public Authorities Law. The financial reports included as part of the Annual report are hereby approved. Angela Veltre, Assistant Treasurer, is designated to certify the Annual Report, and any portions thereof, requiring certification by the Public Authorities Law.

Section 2. Public Authorities Law Section 2824 requires the establishment of policies regarding payment of salary, compensation and reimbursement and rules for time and attendance of the chief executive and senior management. The Authority hereby determines that said policies and rules are not required since all services to the Authority are rendered by the County of Monroe pursuant to a Lease and Operating Agreement dated September 15, 1989 and the Authority has no employees and has not created any employee positions.

Section 3. Based upon the review and recommendation of the Audit Committee the Monroe County Airport Authority hereby readopts the policies as follows: Business and Travel Expense Policy; Code of Ethics Policy; Credit Card Policy; Disbursement Policy; Extension of Credit to Board Members and Executive Officers Policy; Fixed Asset Policy; Internal Controls and Financial Accountability Policy; Investment and Deposit Policy; Procurement Disclosure Policy, Procurement Policy; Tracking, Inventory, and Disposal of Assets and Acquisition of Real Property; Travel Policy; and Whistleblower Policy. (Exhibit 2)

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 7 of 2011

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**APPROVE SUBMISSION OF ANNUAL REPORT AND ACCEPTANCE OF 2010 AUDIT
REPORT BY BONADIO & COMPANY, LLP**

Section 4. The Authority having reviewed the 2010 Financial Statements and Independent Auditors' Report prepared by Bonadio & Company, LLP hereby accepts said Report and authorizes its filing as required by the Public Authorities Law. (Exhibit 3)

ADOPTION: Dated: March 28, 2011

Vote: 6-0

I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 28, 2011.

Dated:

3/30/11



Brett C. Granville, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 8 of 2011

**AUTHORIZING A CONTRACT WITH STONEBRIDGE BUSINESS PARTNERS TO PROVIDE
INTERNAL AUDIT SERVICES FOR THE MONROE COUNTY AIRPORT AUTHORITY**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY,
as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the Administrative Director to execute a contract, and any amendments thereto, with StoneBridge Business Partners to provide Internal Audit services for the Monroe County Airport Authority.

Section 2. StoneBridge Business Partners was determined by a Selection Committee to be the most qualified of the six respondents. The Internal Audit services to be provided are the Monroe County Airport Authority's financial operations, including but not limited to, review of financial policies, procedures and practices. This contract will be for a period of one (1) year, with options exercisable by the Authority to renew for up to two (2) consecutive one (1) year terms, subject to performance review. This contract is to be awarded at an annual cost not to exceed \$75,000.

Section 3. Funding is available for this contract in the 2011 Monroe County Airport Authority budget as adopted by Resolution 16 of 2010 on September 15, 2010.

Section 4. The records in the Office of the Monroe County Treasury have indicated that neither StoneBridge Business Partners, nor any of its principal officers, owe any delinquent Monroe County property taxes.

Section 5. This resolution shall take effect immediately.

ADOPTION: Date: March 28, 2011

Vote: 6-0

I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 28, 2011.

Dated: 3/30/11



Brett C. Granville, Assistant Secretary

MONROE COUNTY AIRPORT AUTHORITY

RESOLUTION NO. 9 of 2011

**AUTHORIZING A SUB-LEASE WITH MONROE SECURITY & SAFETY SYSTEMS LOCAL
DEVELOPMENT CORPORATION FOR A PORTION OF 1135 BROOKS AVENUE AT THE
GREATER ROCHESTER INTERNATIONAL AIRPORT**

BE IT RESOLVED BY THE MEMBERS OF THE MONROE COUNTY AIRPORT AUTHORITY,
as follows:

Section 1. The Monroe County Airport Authority hereby authorizes the County Executive to execute a sub-lease, and any amendments thereto, on behalf of the Monroe County Airport Authority, with Monroe Security & Safety Systems Local Development Corporation, 50 West Main Street, Suite 6100, Rochester, New York 14614, for the sub-lease of approximately 6,400 square foot building and approximately 16,400 square feet of land located at 1135 Brooks Avenue, at the Greater Rochester International Airport, in the amount of \$3.00 per square foot for the building and \$0.37 per square feet for the land, for a period of twenty (20) years, commencing upon the date of execution of the agreement, with the option to extend the term for two (2) additional five-year terms by mutual consent of parties. The annual rate will be subject to review and possible escalation at three-year intervals during the term of the sub-lease and any extension(s). The escalations will be based upon independent appraisals to determine fair market rent.

Section 2. Monroe Security & Safety Systems Local Development Corporation in a not-for-profit agency and the records in the Office of the Monroe County Treasury have indicated that it does not owe any delinquent Monroe County property taxes.

Section 3. This resolution shall take effect immediately.

ADOPTION: Date: March 28, 2011

Vote: 6-0

I, Brett C. Granville, Assistant Secretary,
Monroe County Airport Authority, do hereby
certify that the within Resolution was duly
adopted by the Monroe County Airport
Authority at a General Meeting held March 28, 2011.

Dated: 3/30/11



Brett C. Granville, Assistant Secretary